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Acting Chief, Finance Division

18 October 1954

Area Records Officer

Finance Division Records Control Schedule

1. There is attached for operational use, a copy of the Finance Division Records Control Schedule covering the Accounts Branch, Proprietary Accounts Branch, Payroll and Travel Branch, Registry, and Disbursing Section.

2. In the future when inactive records are transferred to the Records Center, it is requested that the records to be retired be described on Form No. 60-52, Records Retirement Request in accordance with the respective item and description on the Records Control Schedule.

3. For your convenience, one copy of the schedule has been divided for transmission to each Branch Chief.

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Distribution:

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1 - Comptroller ✓
1 - Signer

cc:

Chief, Accounts Branch
Chief, Proprietary Accounts Branch
Chief, Payroll and Travel Branch
Chief, Registry
Chief, Disbursing Section

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